

Request For Proposals
Bayfront Transient Boat Facility
March 1, 2011
Duluth Economic Development Authority

I. PROJECT BACKGROUND

In 1993 and 1994, the Duluth Economic Development Authority (DEDA) acquired approximately twenty-four acres of property along the waterfront, thereafter referred to as the Bayfront District. The property was purchased and assembled on behalf of a proposed outlet mall project that ultimately did not move forward. Subsequently, DEDA conveyed approximately three acres to the City of Duluth for public park purposes. The balance of the land has remained vacant and underutilized and is adjoined by a recently shuttered cement processing facility (the Lafarge Plant).

The redevelopment potential of the Bayfront has taken a turn due to two key initiatives. First, in 2009 DEDA and the Minnesota Department of Natural Resources (DNR) entered into an agreement to study the viability of constructing a transient boat facility at Bayfront's DEDA-owned property, thereafter referred to as "Lot D".

The second catalyst initiative was the consolidation of two Lafarge operations, abandonment of the Bayfront plant, and purchase of the property by Pier B. Holding LLC for a proposed commercial development. Pier B Holding LLC is currently holding an option for the adjacent DEDA-owned portion of the pier, hereafter referred to as Lot C.

These two initiatives created a "perfect storm" and prompted a well focused and comprehensive effort to move ahead on the thoughtful development of the Bayfront District. Efforts include the following:

- Funding was secured through the MN Lake Superior Coastal Program to secure technical assessment data to provide a more detailed inventory of site characteristics and to narrow site selection (topographic survey, sea wall analysis and side scan, slip bathymetry, foundation investigation, and limited geotechnical analysis). Public participation and a preliminary Historical & Cultural Summary of Lot D were also components of this planning effort.
- Concurrent to the Coastal Grant activity, the City of Duluth completed a small area plan for the Bayfront District which resulted in a change from Industrial to a Mixed Use Waterfront (MU-W) designation under the newly adopted Unified Development Chapter (UDC) of the City of Duluth Legislative Code.
- DEDA secured funding for supplemental Phase II investigation on Lot D and on both the former Lafarge and Lot C properties; that work was completed in 2010. The City was also provided Targeted Brownfield Assessment (TBA) assistance from the EPA for further environmental investigation on that portion of Lot D that

has been identified as the location for the transient boat facility. Further, the MN Pollution Control Agency has completed sediment testing in Slips 2 & 3 with preliminary results in hand and a final report by April 2011.

- The City of Duluth, under an RFQ process fall 2010, has contracted the services of three environmental consulting firms to be available on an "as needed" basis. It is anticipated where environmental expertise is required within the context of this project, one or more of these firms will be utilized at the expense of the DEDA. This resource is noted within this RFP.

DEDA has now secured a Boating Infrastructure Grant Program (BIG P) grant through the MN DNR, from the US Fish & Wildlife Service (USFWS) for the design and preliminary engineering of the transient boat facility as outlined in this RFP's requested scope of work. The BIG Program provides grant funds specifically to construct boating infrastructure tie-up facilities for transient, non-trailerable recreational vessels of 26 feet or larger, for periods of 10 consecutive days or less. The term "design and preliminary engineering" as used in this RFP is defined as 35-50% complete of final construction plans and specifications.

A maximum of \$90,000 grant funding is available to complete the described scope of work. This work product will be the basis for funding applications in support of the project's final engineering and construction, to include the USFWS Tier II BIG funding program and the MN Legislature.

DEDA, the City of Duluth, DNR and Pier B Holding LLC have worked cooperatively toward an integrated and comprehensive development plan for the waterfront at Bayfront. This will continue to be a strong partnership as all components of the project move forward.

II. OBJECTIVES / EXPECTED RESULTS / BENEFITS

The immediate objective of this next phase of the project is to move from a publicly supported preliminary phase of conceptual ideation and technical data collection to a site-specific plan. This plan will include the design and preliminary engineering of a basin, dock layout, size, utility & related service needs, associated cost estimates, and regulatory / permitting needs identified to advance the project to final engineering and construction.

In meeting the objectives of this project above, the anticipated outcomes and benefits of successful completion of this proposed work will include the following:

- A plan for a transient facility that is technically feasible, fiscally responsible, environmentally sustainable, technologically innovative, and publicly acceptable. The design and preliminary engineering must place priority on the ability of this facility to be highly functional and operationally successful.

- Project plans that reflect an appropriate location for a transient facility including a good “fit” with surrounding waterfront components, size, dock configuration, utility needs, administration building (office, restrooms / showers) location, parking, roadways, connectivity, and associated cost estimates.
- Project plans should focus on the non-trailerable recreational boater. All slips must adequately allow for 26 foot or larger boats for transient stays of up to 10 days.
- Project plans will abide by federal, state, and local regulations to include but not be limited to the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act of 1966 as amended, the Americans with Disabilities Act and the North American Wetlands Conservation Act.
- Regulatory and permitting schedules and needs identified.
- Cost estimates for the final engineering and construction of the facility, to include a funding strategy comprised of proposed sources and the requirements thereof.

III. REQUEST FOR PROPOSALS

General Scope of Work

Beginning with a conceptual harbor layout produced by DNR engineering staff, the consultant will carry out a planning and evaluation study of the area to prepare design and preliminary engineering documents including an opinion on probable costs. (A drawing defining the area of the project is attached to this solicitation.) Work will involve interaction with state and city personnel as well as the public.

A. Key Elements to the Project:

1. Project Orientation / Context: Review existing findings, assumptions, concept plans to-date to confirm strategy and direction. Consider this project in the broader context of DEDA property ownership, adjacent Pier B Holding LLC interests, the Waterfront district as well as the City and Regional significance. Articulate observations and recommendations.
2. Environmental – review existing Phase I and Phase II Environmental Site Assessment Reports provided by DEDA for remediation opportunities and material disposal requirements. Consult with DEDA provided environmental consultants who are familiar with the site, as needed.
3. Landscape Architecture – develop a project site design concept including: building site plan, adjacent waterfront connections, landscape amenities, storm water systems serving the boater building and native plantings.

4. Architecture – Programming and schematic design for the administration / boater building including: one office, reception area, boater gathering area, restrooms, showers, laundry, and mechanical / equipment supply storage room for harbor operation needs. Consideration should be made for a shared building and / or use of existing foundations identified on Lot D.

5. Basin evaluation – investigate and develop proposals for the use of existing Slip 3 combined with basin excavation locations, Slip 3 water depth recommendation, sea wall design / redesign needs, dock systems and optimal slip & basin layout strategies.

6. Wave climate assessment – provide waterside technical analysis to identify wave climate within the proposed harbor and make recommendations as appropriate for achieving a 1' or less wave height within the transient docking facility.

7. Engineering –

- a) provide excavation quantities for contaminated and non-contaminated material;
- b) confer with City contracted environmental consultants regarding acceptable excavation, hauling and disposing options for contaminated material and non-contaminated material;
- c) provide preliminary site cross-sections;
- d) provide dockage layout and slip sizes;
- e) provide design and preliminary engineering for:
 - roadway, parking and transportation;
 - dockage utilities (including electric, water, WiFi, a boat sanitary sewer pump-out) and suitable options;
 - storm water conveyance/treatment;
 - administration building utilities(public water supply, sanitary sewer, electric, WiFi) and alternates.

8. Water Quality – consider water quality issues within the basin and employ strategies that assure proper circulation and flow.

9. Sustainable Design and Renewable Energy Systems – include sustainable design strategies based upon best management practices including renewable energy systems for developer's consideration; provide research, cost estimates and recommendations. In anticipation of future funding requirements, note that all new buildings funded in whole or part by Minnesota bond monies after January 1, 2004 must comply with the B3 guidelines. (<http://www.msbg.umn.edu/applicability.html>)

10. Research applicable required permits, codes, regulations, and ordinances and provide a written schedule of all required regulatory review.

B. Work Products to be Delivered by Consultant

1. Participate in no less than (5) meetings with DEDA staff to a) review and finalize project scope and b) establish agreed upon project benchmarks and timeline; and c) monitor progress towards the design and preliminary engineering documents.

2. Participate in one (1) public meeting in Duluth to present design progress.

3. Provide paper and electronic copy of documents for each review and public meeting.

4. Produce a Design and Preliminary Engineering Report document with drawings for the transient boat facility that includes:

a) Summary Statement - a paragraph that clearly summarizes the scope of work, the cost plan, and the anticipated project schedule; a "building project data sheet" to communicate the scope and major elements of the project, to serve as an information brief and provide a basis for the cost estimate.

b) Project Background Narrative – a restatement of the contextual environment that has driven the project's development, summary of past and current work completed to provide a basis for project recommendations, and concise summary of the project analysis and planning process.

c) Paper and electronic copy of the Design and Preliminary Engineering document of project description & drawings with recommendations including architectural / engineering program; precedent studies of like projects and the elements to be incorporated; and system or design guidelines that will apply to the project (specialty requirements). The document will include components 1- 10 as listed above under *Key Elements of the Project*.

Presentation quality (minimum 300 dpi and 1000-2000 megapixels) color rendering bird's eye perspective from the water, perspective from downtown and plan view of site and perspective of administrative building and basin in the following formats:

- digital file for insertion into Microsoft Power Point file.
- direct-to-board inkjet print on 22 x 34 x 3/16 inch white foam core board.
- 8-1/2 x 11 inch and 11 x 17 inch paper copy.
- Paper and electronic copies of AutoCADD 2006 (or higher) .dwg format drawings.

d) Capital Expenditures / Budget – proposed detailed project cost by category, for the final engineering and construction.

e) Schedule Information – proposed project schedule for final engineering and construction of the facility.

C. Other Project Related Issues

1. Work is to be performed by or under the direct supervision of architects, landscape architects and professional engineers licensed to practice in the State of Minnesota.

2. Sustainable design strategies will be incorporated into this project, including use of renewable energy systems. Additional emphasis includes construction waste recycling, and specifying products and materials with environmentally preferable properties.

3. Respondents are encouraged to propose additional tasks or activities that may improve the results of this project. These items should be separated from the required items on the fee proposal and identified as optional additional services.

D. Preferred Qualifications

1. Planned and designed recreational harbor/marina that has been operating for no less than 5 years. Experience to include evaluation of the operational success of designed marinas.

2. Design experience with dockage facilities and infrastructure.

3. Experience with public facility planning and design using an open and transparent public process.

4. Experience with designing for construction in a cold marine environment similar to the project location.

5. Geotechnical experience working with soil conditions typical of man-made, filled waterfront property.

6. Ability for Consultant's project Lead to attend all meetings.

7. Experience with the wave climate analysis for marina design and construction.

8. Documented experience with material excavation – to include both contaminated and clean material handling / disposal requirements and opportunities. The firm selected under this RFP will be working with a DEDA-provided environmental consultant and therefore does not need to specialize in environmental remediation.

IV. PROPOSAL

A. The Submittal Package

Consulting firms must submit a complete package in order to be considered. The ideal submission package includes each of the sections below in the following order:

1. Cover Letter – A letter highlighting the proposed project team and indicate a single point of contact/ overall project manager. The cover letter should also include a the firm's name, e-mail address, business address, telephone and fax numbers, Federal I.E. number and Minnesota tax I. D. number. The cover letter must state that the firm has personnel with the qualifications necessary to complete the scope of work. The letter should also explain the benefits of using your company's services. The cover letter will be limited to **two pages**.

2. Proposal - The strongest package will demonstrate direct experience with the project needs and expectations outlined above in section III. There is no prescribed format for this section, however it will be limited to **six pages** and should include the following four areas:

- Proposed Approach: Description of all / specific elements to be addressed in the Design and Preliminary Engineering document to include approach and methodology intended to perform these tasks and details of deliverables.
 - Timeline of Work: Detailed timeline from proposed start dates through benchmarks to final submission of deliverables - final deadline of **June 30, 2011**.
 - Relevant projects and qualifications – include a maximum of six projects that highlight your experience with the preliminary engineering of an urban transient boat facility.
 - Budget Detail: Cost for each work element proposed. Include “not to exceed” total project cost, any sub-consultant fees, anticipated direct expenses, and identify any assumptions made while developing this cost proposal. Present in a spreadsheet by task, estimated hours, pay rate. Specify the expected percent complete to be delivered for each key element.
 - Qualifications: Provide detail for those conducting or supervising work including Project Manager, engineers, field technicians, and any others involved in the work. Indicate whether the project work will be fully completed by consultant staff, and/or the extent to which sub-consultants will be utilized, including the names of sub-consultant firms. Include examples of similar projects / work performed by the proposing firm as well as what experience key staff members have with similar projects.
4. Resumes – Please submit a one page resume for each staff member who will be directly involved with this project, highlighting his or her experience in each of the above listed skill area. The Resume section will be limited to a **10 page** maximum.
5. Personnel and materials Fee Schedule

B. Inquiries and Further Information

Inquiries about submission of proposals or aspects of this work should be directed to:

*Heidi Timm-Bijold
Duluth Economic Development Authority
Business Resources Division, City of Duluth
402 City Hall – Duluth, MN 55802
email htimm@duluthmn.gov*

Questions concerning any aspect of the RFP may be submitted in writing **ONLY** either by electronic mail to htimm@duluthmn.gov or by mail to the above-noted address. All responses to questions posed by responders will be posted on the Purchasing Office's page of the City's web site.

C. Deadline

Deadline for proposal submission will be 2 p.m. CST Tuesday March 15, 2011.

D. Submittal

Submit five (5) hard copies and one CD / electronic copy of your response to this RFP to:

Dennis Sears, Purchasing Agent
411 West First Street
City of Duluth
Duluth, MN 55802
dsears@duluthmn.gov

IV. CONSULTANT EVALUATION & SELECTION PROCESS

The DEDA, in consultation with the MN Department of Natural Resources will evaluate and select the most qualified and cost effective consultant based upon the responses submitted to this request.

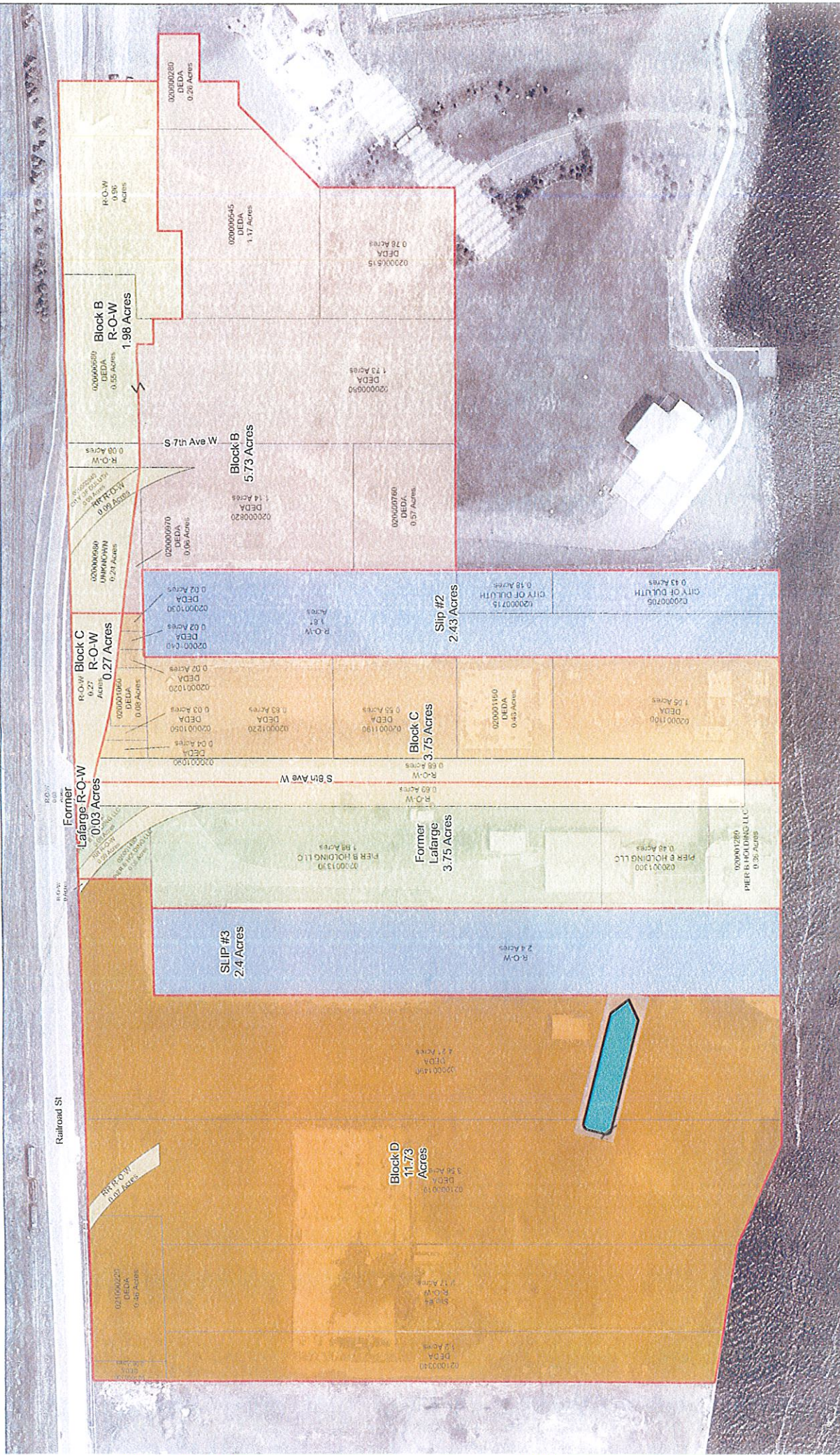
Proposals will be evaluated and considered as follows:

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|---|-----------|
| - Overall firm qualifications and experience | 15 points |
| - Qualifications, experience, and location/responsiveness of key personnel on the project | 25 points |
| - Approach to addressing and recognizing the overall project scope and understanding DEDA's needs | 25 points |
| - Ability to meet timeline | 10 points |
| - Clarity and level of services to be provided for limited budget (% complete) | 25 points |

The DEDA reserves the right to seek additional information and/or request clarification of any proposal. The DEDA reserves the right to reject all proposals if they are found lacking in qualifications, are non-responsive / non-conforming, or if proposed project costs exceed the available budget for the work. The DEDA reserves the right to select more than one vendor to give presentations if so desired or to select the best proposal and enter into further negotiations with the vendor.

It is anticipated that any interview(s) conducted will be scheduled for Monday, March 21, 2011 with the goal of bringing a Professional Services Agreement to the DEDA Board for their approval on March 23rd, 2011. The Consultant selected will be required to sign a City of Duluth standard Professional Services Agreement. All questions concerning the Agreement should be asked **prior** to proposal submittal. Questions regarding the Services Agreement should be directed to the Purchasing Agent (218.730.5003).

Thank you in advance for your consideration and interest. We appreciate your time and effort to respond to this request.

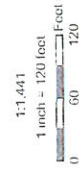


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Block and Slip Boundaries



CITY OF DULUTH BAY-FRONT REDEVELOPMENT



Map Date: July 2017
Print Date: June 11, 2016

Transient Docks Layout

